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24 JAN
1979

Executive Registry

79-273

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence

FROM : Don I. Wortman
Deputy Director for Administration

SUBJECT : Notice on FOIA, PA, and the Mandatory Declassification
Review Provisions of E.O. 12065

REFERENCE : Responsibilities for Freedom of
Information Matters

1. Action Requested: That you sign the attached Agency notice on responsibilities for the Freedom of Information Act, the Privacy Act, and the mandatory review provisions of Executive Order 12065.

2. Background: issued on 13 March 1975 appointed John F. Blake the senior Agency official responsible for the administration of FOIA matters within the Agency. That notice also appointed Mr. Blake to the position of Chairman of the Information Review Committee (IRC), the committee responsible for formulating overall Agency policy with respect to FOIA matters.

3. Staff Position: With the retirement of Mr. Blake, it is now necessary to appoint a new Chairman of the IRC. At the same time, I believe it appropriate to reaffirm the responsibilities of those officials charged with the implementation of the Agency's programs with respect to FOIA. Since Privacy Act and mandatory classification review matters were not included previously, they are covered in the new notice. The new notice also designates the incumbent of a position rather than any particular person responsible for such matters.

4. Recommendation: That you sign the attached notice.

/ Don Wortman

Don I. Wortman

Attachment: a/s

Distribution:

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Att:

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Responsibilities for the Freedom of Information Act, the Privacy Act, and the Mandatory Review Provisions of E.O. 12065

INFORMATION AND RECORDS MANAGEMENT

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RESPONSIBILITIES FOR THE FREEDOM OF INFORMATION ACT,
THE PRIVACY ACT, AND THE MANDATORY DECLASSIFICATION
REVIEW PROVISIONS OF EXECUTIVE ORDER 12065

1. Effective 13 January 1979, the Deputy Director for Administration is appointed Chairman of the Information Review Committee (IRC), the Agency's senior policymaking body on matters pertaining to the Freedom of Information and Privacy Acts, and the mandatory declassification review provisions of Executive Order 12065. The Deputy Director for Operations will act as Chairman of the IRC in the absence of the DDA. The Deputy Director for Administration is also the senior Agency official responsible to me for supervising the administration of the Freedom of Information and Privacy Acts, and the mandatory declassification review provisions of Executive Order 12065. The General Counsel is responsible for providing legal advice.

2. The Deputy Director for Administration has appointed the Assistant for Information, DDA (AI/DDA) as his senior representative for all matters pertaining to the Freedom of Information and Privacy Acts, and the mandatory declassification review provisions of Executive Order 12065. The AI/DDA will be concerned with the entire process for the Agency's response to requests under the Freedom of Information Act, Privacy Act, and Executive Order 12065. The AI/DDA will be responsible for providing appropriate supervision and guidance to ensure that all Agency components process Freedom of Information Act, Privacy Act, and Executive Order 12065 requests in accordance with the law and requirements of the order. The AI/DDA also will ensure appropriate and timely consultation with the Office of General Counsel for needed legal advice. The AI/DDA will be supported by the CIA Freedom of Information and Privacy Act Coordinator. As Chief, Information and Privacy Staff, the CIA Freedom of Information and Privacy Act Coordinator is responsible for receiving requests for information submitted by the public, assigning responsibility within the Agency, assisting in processing the requests, and ensuring timely responses.

15/ Stansfield Turner

STANSFIELD TURNER
Director

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